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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Executive Assistant, OC

OCE-M-73-072
DATE:

FROM : Chief, Communications Engineering, OC

SUBJECT: OC ADP Requirements

REF : OC-M-73-425, dtd 23 July 1973

1. The Communications Engineering representatives on the OC ADP Applications Committee are, as previously designated for the Staff Communications Division, 25X1A [redacted] (alternate).

2. In discussions within Communications Engineering and with other elements it has been determined that, of those items previously submitted by SCD and CCD, the following are within our area of interest:

A. Program Trend Report Analysis — Now OC Report
B. Top Secret Inventory — ICS Report #1
25X1A C. World-Wide Equipment Report [redacted] — OP# 3
D. PROPCAST — Non-Managed
E. Equipment Failure Reports — OP# 4

The expanded information requested in paragraph 3 of the reference for those items is attached to this memorandum.

3. The items covered in the attachments are all existing reports. Other possible applications are under consideration but are not sufficiently defined to permit their inclusion in a timely response to your request. Those will be submitted as they are validated and more adequately defined.

[redacted] 25X1A

E2 IMPDET CL BY 027923

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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-109

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Attachments:
A. Program Trend Report Analysis
B. Top Secret Inventory
C. World-Wide Equipment Report [redacted]
D. PROPCAST
E. Equipment Failure Reports

25X1A

Distribution:
Original & 1 - Addressee, w/atts. (1 cy ea)

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
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UNITED STATES GOVERNMENT

Memorandum

TO : Executive Assistant, OC

OCC-M-73-331
DATE: 13 AUG 1973

FROM : Acting Chief, Communications Security Staff, OC

25X1A

SUBJECT: OC ADP Requirements

I 2a Monetary
III 2a [redacted]
b. Ltr & Dist
d Depot Inventory
e Status Report
IV 3d Crypto Clearance rpt

REF : OC-M-73-425, dated 23 July 1973

1. The COMSEC ADP requirements listed in Sections I and III of the attachment to the reference are currently produced on the IBM System/3 computer [redacted] 25X1A

2. The following information is keyed to paragraph three of the reference:

a. The desired format is as indicated on the attached sample.

b. The data elements are indicated in the heading of each report.

c. The frequency of production is written on the front of each sample.

d. The reports are in current production.

e. The data required for updating is received from the various COMSEC accounts and from NSA.

f. OC-CS is responsible for updating the reports.

g. On-line capability is not required at the present time. However, the possibility of replacing the IBM System/3 with an on-line device at some future date should not be ruled out.

3. The COMSEC ADP requirements listed in Section IV of the attachment to the reference (excepting the crypto-clearance report) are of a dynamic nature, and not conducive to a set format. The programs pertaining to these requirements are, or will be, written by OC-CS as

E-2 IMPDET
CL BY: 006162

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required. The cryptoclearance report is currently produced on the IBM System/3 [redacted] and is updated on a non-scheduled basis. A sample of this report is attached. 25X1A

4. Any questions pertaining to COMSEC ADP requirements should be directed to [redacted], extension 2857. 25X1A

[redacted] 25X1A

Distribution:
Orig. & 1 - Addressee

Attachment:
Samples of OC-CS ADP Requirements

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OCD-M73-259
10 August 1973

MEMORANDUM FOR: Executive Assistant, OC

25X1A FROM : Chief, [redacted] OC

SUBJECT : OC ADP Requirements

REFERENCE : OC-M-73-425

25X1A 1. Attached are the [redacted] ADP reports and information requirements pursuant to reference.

2. The following reports were initially listed as [redacted] 25X1A ADP requirements but it has been determined that the requirement is for a copy of each respective report when it is produced by the sponsor office.

25X1A
or ✓PCR - [redacted] II.3.b
✓PANEL I II.3.c.
or ✓PERSONNEL LOCATOR II.3.e
✓SEPARATION REPORT II.3.f
✓ADP EQUIPMENT INVENTORY II.3.k
✓STAFF COMMUNICATIONS EQUIPMENT PROGRAM II.3.d.
✓CROSS INDEX OF COMMUNICATIONS EQUIPMENT II.3.e
✓PROGRAM TREND ANALYSIS REPORT I.3.b. Same as I.6.a & I.5.b.

25X1A 3. The Work Measurement program (COMSTAT) has been deleted from the [redacted] requirements.

[redacted] 25X1A

Attachment:
As stated

Priority Essential Important Useful

CLASSIFIED BY 063546
EXEMPT FROM GENERAL DECLASSIFICATION SCHEDULE OF E. O. 11652, EXEMPTION CATEGORY: § 5B(1), (2), (3) or (4) (circle one or more)
AUTOMATICALLY DECLASSIFIED ON
(unless impossible, insert date or event)

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Schroeder
pls see me/B
OC-M-73-458
7 AUG 1973

MEMORANDUM FOR: Chief, Communications Operations
Chief, Communications Engineering
25X1A Chief, [redacted]
Chief, Communications Security
INFORMATION : Chief, Communications Services
Chief, Programs & Budgeting

SUBJECT : OJCS Program Maintenance Support for OC Application Systems

1. Please review the attached OJCS proposal and forward your comments to OC-EXA by 17 August 1973 for inclusion in a single office response.

2. The following list represents the OC ADP programs currently being supported by OJCS as reflected in the OJCS Monthly Project Activity Report:

Operations CALCOLIN
CATRAN
COMSKED
KEYSET
REGION
[redacted] 25X1A

25X1A [redacted]
COMSTAT
FEASIBLE
WIRELIST

Engineering AFT
ANTENNA
25X1A [redacted]
FADEONCE
RADIO
RENOSYS

COMSEC [redacted]
25X1A

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E.O. IMPDET CL BY 009234

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3. Although OC-S and OC-P&B are not currently sponsors of ADP Applications Systems, as users of ADP reports both should be aware of the subject proposal and its possible impact on OC programs and activities.

[redacted] 25X1A

Executive Assistant/OC

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	D/OC/DDM&S, 2D00, Hqs.		
2			
3			
4			
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

The attached draft statement on OJCS computer program maintenance is a significant change in policy. Mr. Brownman agrees in principal with our proposal to apply this policy to all of our users, but we believe it should be tried in this Directorate first. I would appreciate your oral or written comments on the draft by 24 August 1973.

See attached Survey of OC. OC Components Concur.
OC Concurrence phoned to [redacted]
8/17/73

25X1A

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
D/OJCS, DDM&S, 2E29, Hdqrs., 4011	7/31/73

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FORM NO. 237 Use previous editions (40)

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STATINTL

DATE OUT	ORIGIN	DOC.SEC. CLASS
2 Aug 73	D/OJCS /DDM&S	SECRET
SUSPENSE DATE	ANSWERED (symbol, numbe te; initials)	
17 Aug 73		

SUBJECT
OJCS Program Maintenance Support
for DDM&S Application Systems

FILE CLASS/DESTROYED

1 cy
1 cy Recs
1 cy

ACTION COPY

ROUTING	DATE SENT
	✓

[redacted]

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DRAFT
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OJCS- -73
31 July 1973

MEMORANDUM FOR: Office of Communications
Office of Finance
Office of Joint Computer Support
Office of Logistics
Office of Medical Services
Office of Personnel
Office of Plans, Programming, and Budgeting
Office of Security
Office of Training

SUBJECT : OJCS Program Maintenance Support for DD/M&S Application Systems

1. Definitions.

a. Program Maintenance. Changes to a computer program required to improve its performance or utility, or to provide different outputs, such as a new style of report.

b. Scheduled Program Maintenance. Changes scheduled in advance and usually made at periodic intervals rather than as each change is suggested.

2. Policy. Effective 4 October 1973, the Office of Joint Computer Support (OJCS) will provide only scheduled program maintenance for DD/M&S applications. Exceptions may be made in emergencies or when approved in writing by the Director of Joint Computer Support.

3. Procedures.

a. Program maintenance will generally be done on a quarterly schedule.

b. User offices and OJCS project leaders may submit requests for program maintenance at any time prior to 10 days before the end of a given quarter.

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c. OJCS will consolidate all requests for program maintenance and prepare plans for performing the analysis and programming required. These plans will be sent to user offices with a request that any comments be returned to OJCS within five working days. All plans will include estimates of labor and machine costs to be charged to user accounts.

d. OJCS will fix programming mistakes or unexpected program performance problems which are of immediate concern to users as soon as possible. Program inadequacies or minor program faults which are not unduly disturbing to the users will be deferred until the next regular quarterly maintenance period.

e. All program maintenance requests will be forwarded to the Chief, Applications Division, OJCS, using Form 930, Request for Computer Services.

f. Quarterly program maintenance periods will begin on the first day of the months listed below:

OMS, OP, OS, OTR	--	January, April, July, October
OC, OJCS, OL	--	February, May, August, November
OF, OPPB	--	March, June, September, December

JOHN D. IAMS
Director of Joint Computer Support

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

D/OJCS, DDM+S

FROM:

EXTENSION

NO.

DATE 31 July 73

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1.				
2.				
3.				Ex A: please survey the office & prepare reply. JM.
4. D/OC			JM	
6. OC-EX A			[illegible]	
5. DD/CO			[illegible]	JM
7. OC-ESD/PROP			COPY	ACTION
8.				Info: OC-E
9.				
10.				
11.				
12.				
13.				SUSPENSE
14.				
15.				

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